CITY OF HOUSTON

Job Posting

KM

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2 3	*Job Classification*	**INFORMATION SYSTEMS ADMINISTRATOR (EXECUTIVE LEVEL)**
4	*Posting Number*	**PN# 110773**
5	*Department*	**PLANNING AND DEVELOPMENT**
6	*Division*	**GIS SERVICES**
7	*Reporting Location*	**611 WALKER 6TH FLOOR**
8	*Workdays & Hours*	**M - F, 8 a.m. - 5 p.m.***

*Subject to change

9 ___DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS___
Administer a staff of GIS consultants, analysts, technicians, programmers and associated computer personnel to support enterprise level GIS and ECM operations. Administer City of Houston's core GIS database that includes updates, design, maintenance and documentation. Ensure database and data entry standards are maintained and monitor database security and integrity. Administer programming/support functions necessary for the operation of a GIS database center, automated subdivision intake and approval system, office automation system, departmental scanning operation and support to other departments. Act as liaison for GIS, consult with GIS users and other GIS systems to facilitate data sharing and resolve data acquisition issues. Serve on committees for GIS, technology, data sharing and emergency operations. Research, evaluate, recommend and assist in procurement of hardware, software and services. Advises senior management on changes for system requirements. Establishes goals, schedules tasks and evaluates performance of employees.

10 ___WORKING CONDITIONS___
This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 ___MINIMUM EDUCATIONAL REQUIREMENTS___
Requires a Bachelor's Degree in Computer Science, Business Administration, Mathematics or a closely related field.

12 ___MINIMUM EXPERIENCE REQUIREMENTS___
Eight (8) years of experience in programming, systems analysis and design or a related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 ___MINIMUM LICENSE REQUIREMENTS___
A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 ___PREFERENCES___
Preference will be given to applicants with professional work experience involving a large, comprehensive and complex municipal geographic information system utilizing ESRI software products as well as management of multiple computer systems supporting various applications. Working knowledge of C++, Java, Visual Basic, Visual C, and other development environments and experience in organizing professional and technical committees, developing goals and objectives, consensus building, project planning, database design and implementation are preferred.

15 ___SELECTION/SKILLS TESTS REQUIRED___   None

16 ___SAFETY IMPACT POSITION___   __X__ Yes ___ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

17 ___SALARY INFORMATION___
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 30</u>
$1999 – $3867 Biweekly $51,974 - $100,542 Annually

18 ___OPENING DATE___   May 24, 2006

___CLOSING DATE___   Open Until Filled

20 ___APPLICATION PROCEDURES___
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is 713-837-9496.

An equal opportunity employer